

WILTON WATER WORKS

Thursday October 22, 2015 @ 6:30 PM Town Hall Courtroom

~~DRAFT~~ MINUTES APPROVED 11/25/15

Wilton Water Works held its regular monthly meeting on Thursday, October 22, 2015 at 6:30PM in the Town Hall Courtroom. Present were Commissioners Bill Condra (Chairman), Steve Elliott and Frank Edelblut; Superintendent Mike Bergeron; Trustees of the Trust Funds Dan Donovan and Lamarre Smith (Betsy Castro arrived at 7:30); and Clerk Joanna K. Eckstrom. The following agenda was observed:

1. **Call to order** – Chairman Condra called meeting to order at 6:30PM. Trustees of Trust Fund were invited to speak at this time however, they preferred to wait until Ms Castro (chairperson) arrived.
2. **Public Input / Comment** None
3. **Minutes Sept. 24th** On as motion by Mr Elliott, seconded by Mr Condra, minutes were approved as written – voting yes Elliott and Condra; Edelblut abstained.
4. **Accounts Receivable** - per Jane Farrell report. Month ending Sept. 30, 2015 and other as available. Jane presented a report to date that showed recent issue of 3rd quarter 2015 water bills. Commissioners signed the warrant.

A request for abatement of late charges for service at Maple Street was approved 2:1. Commissioners said this last time abatement will be allowed – bills are being sent to customer PO Box and delivered via e-mail.

Abatement for Forest Rd property approved unanimously.

Abatement for Russell Street property abatements unanimously declined.

Abatement for a billing error was approved unanimously.

Jane will do analysis of any balances outstanding from 2014 (and earlier) that show in her report.

5. **Accounts Payable** – per Pam Atwood report. Month ending Sept. 30, 2015 with Frank Edelblut input as available. Deferred until after Trust Fund discussion.

6. **Trustees of Trust Fund – Dan Donovan, J Lamarre Smith, Betsy Castro** (arrived later).

Dan noted that at their August meeting, he found that the 'Line Install, Eastview to Lower Main Street' reserve account that everyone thought was closed was still open with approximately \$46K in it. With info researched by Ms Eckstrom that, since the Eastview project was complete, at a Public Hearing on 8/27/2008, the water commissioners voted unanimously to 'transfer unexpended funds from this account to the Water Tank Painting reserve account', effectively closing this account. Money was transferred however, account was never closed. Dan was concerned that commission follow proper procedure to remedy the error; he thought it might be appropriate to do via warrant article.

Ms Eckstrom said the WWW had been advised of the proper procedure by Silas Little and that WWW needed to have a Public Hearing on any reserve account issues but that

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such hearing did not need to be on the town meeting warrant. She said that WWW has followed the 'public hearing' practice as early as 2002, in 2008 and most recently in 2013 and 2014 when changes to reserves accounts were being considered. Dan (and Lamarre) confirmed the account balances at 12/31/14 from the Town Report as being fairly accurate.

Commissioner Condra preferred that WWW take corrective action with its own public hearing vis a vis at Town Meeting. Misterys Elliott and Edelblut agreed.

Ms. Eckstrom will get copy of Silas' letter and schedule a Public Hearing (on same night as November or December regular meeting) to take action on the reserve accounts.

Misterys Donovan and Smith left the meeting; Ms Castro came a short while later. Earlier discussion was re-capped. Betsy suggested contacting Terry Knowles at AG's office Charitable Trust division. She gave WWW the Sept. 30th Account Statements from RBC wealth management; she had updated figures through 10/22.

Trustees of Trust Fund will be apprised of the Public Hearing, copied with any info from Silas, and kept up to date with actions that WWW wishes to take with regard to its reserve accounts.

Clerk will invite Trustees to Public Hearing presented an updated water commission to discuss reserves to the (and close) found that The Eastview project having long since been completed, the Wilton Water Works commissioners had authorized and that . and had substantial funds in it - one of the status of WWW reserve accounts and discussion of use of funds, etc. (Background of various accounts from WWW minutes as available from Clerk.)

7. **Accounts Payable** – Pam's report was reviewed. Frank provided a more detailed accounting. At present, WWW is breaking even. More attention needs to be paid to income analysis as well as to forecasting expenses. WWW will probably need to raise rates next year. Frank and Mike will do some budget planning (with excel) before next WWW meeting and before meeting Selectmen and budget committee.

Ms Eckstrom asked (as a water customer) if there is any advantage to replacing all the meters at once? Will doing so expedite quarterly bill generation? Per Mike, it doesn't speed up getting info loaded for the bills. Also, it's more efficient to replace forty meters a year than all at once ... that way, you stretch out useful periods, life expectancy and don't need to concern yourself with replacing 800 devices at same time. Technology changes – by adopting a 40 per year schedule, you can keep up with changes.

Re: budget, Mr Condra noted that Health Insurance is going up 8%; Mike suspected that chemical costs will also go up.

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8. Superintendent's report – Mike Bergeron

- a. Hydrants, etc – 2 at high school done; one on Crescent street; shut offs at The Library and next door (Giso) were also replaced. Mowing around the hydrants is underway. Work needs to be done at Tumbleweeds – Mike to coordinate with Highway Department on this; customer's water service will be shut off while work is underway.
- b. DES Conservation Plan – project involves Souhegan and Lamprey rivers. Per Frank, project is very expensive and is in the legislative process.
- c. Update – dam – H.T.E. per Eric Teale, as long as forward progress is being made, DES should be satisfied. Continue discussion in January-February 2016.

9. Other Old Business:

Pipeline follow up? No letter has been received; Frank will follow up.

10. New Business:

Grant easements on private property? (discussion requested by Steve Elliott); an easement was needed at a recent project; Steve and Mike's easement forms to be compared at next meeting.

2016 Budget Planning – Frank and Mike to get together on this.

Next meetings: November 25 3:00PM regular meeting

November 30 7:30 Selectmen re: Budget

December 10 7:00PM budget committee (Rick Swanson liaison)

There being no other business, the meeting was adjourned at 7:55 PM.

Respectfully submitted,

Joanna K Eckstrom, Clerk